

### Draft Action items from the 22 March 2017 - Plenary #3.

*Note comments in Due Date Column*

Mtg	Date	Actions	Assigned to	Due Date	Status
3	22 Mar	Schedule 60-minute plenary call #4, 14:00 UTC Tuesday 28 March.	ICANN Org	22 Mar	Complete
3	22 Mar	Co-Chairs to coordinate and formulate a proposal as to how to separate duties and present it to the RT.	SSR2 Co-Chairs	Tbd	
3	22 Mar	Prepare a plan for a rotation schedule for RT calls to the Co-Chairs for the next meeting.	ICANN Org	<i>27 Mar *** Can this be done by COB tomorrow?</i>	
3	22 Mar	Prepare action items list of those recommendations from SSR1 which are yet to be completed.	ICANN Org	<i>27 Mar ***Can the incomplete SSR1 implementation items be added to this list with Due Dates (ie. When they will be complete)</i>	
3	22 Mar	Update the ICANN Board that the deadline of the end of the month will not be met but note that the RT is working to prepare its Terms of Reference and Work Plan per the Boards request.	Kaveh Ranjbar	28 Mar	
3	22 Mar	Prepare straw-man versions of the Terms of Reference and Work plan for the RT to consider	ICANN Org	<i>Tbd ***Can you provide some insight into when a date can be provided?</i>	
3	22 Mar	Generate a list of official observers and their relevant skill sets for RT consideration	ICANN Org	28 Mar	